



UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA
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CM/ECF Practice Pointer 11

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Practice Pointer 11: February 13, 2009 - Redacting of Private Information

The Bankruptcy Court for the Northern District of Alabama would like to remind the electronic filers of the importance of redacting sensitive information in any document filed with the Court. Please remember that any personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally (paper) or electronically.

- A. **Social Security Number.** If an Individual's Social Security number must be included in a pleading, only the last four digits of that number should be used.
- B. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- C. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
- D. **Financial account number.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

Attorneys, Limited Filers and others who file claims SHOULD NOT include a copy of the B9I (Official Form 9I) known as the 341 Notice of Chapter 13 Bankruptcy Case, Meeting of Creditors, & Deadlines as an attachment to the claim being filed with the Court. This notice contains the debtor's social security number. Contracts, titles, mortgages and other documents or attachments should be redacted of any sensitive information.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk's office will not review each pleading for compliance with this rule.

If you have any questions, please email us at ecftrain@alnb.uscourts.gov.